

ASSESSMENT ADMINISTRATOR QUICK START GUIDE

SPRING 2014 MI-ACCESS FI SOCIAL STUDIES ONLINE PILOT

Each school participating in the MI-Access social studies pilot will need to identify Assessment Administrators (AAs) to administer the pilot tests to students. AAs will most likely be classroom teachers; however, other professionals in the school—such as school psychologists, teacher consultants, resource room teachers, or related services providers—may also administer the tests, if needed and if trained.

AAs are responsible for completing numerous activities. Some of the activities will be completed before testing begins, some will be completed on the day of testing, and some will be completed after students have finished testing. This checklist will help AAs make sure they have completed all necessary activities at the proper time.

BEFORE

- € Inform all parties involved of the pilot window: **April 1 - May 9, 2014.**
- € Review the School MI-Access Coordinator and Assessment Administrator Manual (available at www.michigan.gov/mi-access and at <https://mi.drcedirect.com>).
- € Complete the “About the Assessments” and “Assessment Administrator” modules in the MI-Access Social Studies Pilot Online Learning Program (at www.michigan.gov/mi-access).
- € Review with students the “Students” module in the MI-Access Social Studies Pilot Online Learning Program.
- € Schedule times for students to practice taking the sample test in the Online Tools Training (OTT) program (available through INSIGHT).
- € Complete, sign, and return an OSA Security Compliance Form.
- € Help School MI-Access Coordinators (SMCs) schedule testing periods and prepare testing rooms, as needed.

DURING

- € Obtain student test tickets from the SMC.
- € Log students in to the test engine (INSIGHT), using software installed on computers designated for testing by the MI-Access Technology Coordinator.
- € Administer tests to students, using scripts and directions in the manual.
- € Help students review final testing screen and end the test.

AFTER

- € Return student test tickets to the SMC.
- € Complete post-test survey to provide the Office of Standards and Assessment with feedback on the testing experience (at www.michigan.gov/mi-access).

Detailed information on how to complete these activities can be found in the **School Coordinator and Assessment Administrator Manual**, which is available at www.michigan.gov/mi-access and at <https://mi.drcedirect.com>.